

**Town of Needham  
Bereavement Policy  
Personnel Administration #304**

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**1. PURPOSE AND SCOPE**

The purpose of this document is to set forth the Town's policy and procedures governing the use of Bereavement Leave.

**2. APPLICABILITY**

This policy applies to all non-represented, full-time and permanent part-time General Government employees.

**3. DEFINITIONS**

Refer to the Section 8.3 of the Personnel By-law for the definition of commonly used words.

**4. POLICY**

Employees are entitled to bereavement leave without loss of straight time pay for normally scheduled work hours, as follows:

- 4.1 Employees are entitled to five (5) consecutive calendar days of bereavement leave, per occurrence, for a death of the employee's spouse, parent, parent of spouse, sibling, grandparent, grandchild, or child.
- 4.2 Employees are entitled to one (1) day of bereavement leave, per occurrence, for a death of the employee's brother-in-law, sister-in-law, aunt or uncle.
- 4.3 Such leave shall be taken either commencing with the death or notification of death, or concluding two calendar days after the funeral, memorial, or other such service, unless an alternate period is approved by the Town Administrator/designee.
- 4.4 In extenuating circumstances, the Town Administrator/designee may grant bereavement leave from one (1) to five (5) days for the death of an individual with a unique, family-like relationship to the employee.

**5. PROCEDURES**

- 5.1 The employee must notify his/her supervisor of the death and request bereavement leave, and provide the supervisor with a copy of the death notice if required to do so.
- 5.2 The supervisor will approve the bereavement leave if satisfied with the legitimacy of the request, or deny the request if he/she does not receive satisfactory documentation.